

## FINANCE COMMITTEE MINUTES

April 21, 2010

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 5:30 p.m. in the Municipal Building Study Session Room on the 21st day of April, 2010, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT:	Members Dillingham, Quinn, and Chair Cubberley
ABSENT:	Member Ezzell
OTHERS PRESENT:	Al Atkins, Council Member Jim Griffith, Council Member Tom Kovach, Council Member Steve Lewis, City Manager Anthony Francisco, Finance Director Suzanne Krohmer, Budget Manager Shawn O'Leary, Public Works Director David Riesland, Traffic Engineer Steve Kaplan, President, Downtowner's Association Mack McGuckin Jim Adair

### DISCUSSION REGARDING THE DOWNTOWN PARKING FACILITY

Shawn O'Leary, Public Works Department Director, gave presentation.

- overview of downtown parking lot site plan
- 75-95% utilized (4 out of 5 days)
- noontime utilization is 95%

Parking lot permits, meters, pay and display system options

- pay-in lane system – most expensive option

Anticipated revenue from parking lot

- \$27,492 (.25¢/hr) includes permanent permit and hourly pay vehicles

Riesland – pay and display and off-street machines– both in \$6 thousand to \$9 thousand cost range.

Cubberley – these would be paid off in 1 year. Prices of machines are much affordable than years ago.

McGuckin – concern is that lot and Main Street parking use needs to be monitored/enforced. It's the people who work downtown that are the main problem with Main Street parking - needs to be monitored regularly. Businesses would be willing to validate parking.

Look into using 2 receipt machines for validation.

Kaplan – all merchants will play by the rules as long as enforcement is pursued. Majority of merchants want a paid lot to help with turnover.

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Adair – we are getting one-half of usage in lot, could get more use if it was a paid lot.

- allows extended hours without penalty
- employee parking for \$30/month
- validation system

The FYE 13 Budget projection covers Building Maintenance building move - will add more spaces (104 to 152 spaces).

Cubberley – wants to look into system with machines that will validate customer use of parking lot.

Adair – wants more signage for lot, too. Vista building will be occupied again as of October 1, 2010.

Cubberley – wants Finance Committee to discuss Downtown Parking Facility again at next month's meeting.

### Items submitted for the record

1. Downtown Parking Facility Report prepared by Public Works department dated April 20, 2007
2. Finance Committee Minutes – November 15, 2007

## DISCUSSION REGARDING THE BUDGET RESERVE POLICY

### Reserve Policy

AAA credit report has cities' reserve funds as high as 20%. Currently the FYE 11 Budget shows 4% total reserves. Financial advisors want the City to have at least 6%.

City of Norman is self insured for workers' compensation and health insurance – reserves needed for those programs.

Cubberley – build in a reserve structure along with rate structures in the future – re: utility funds.

### Franchise Fees

Cubberley – maintain level in out years

- 4% in FYE 11 and 5% in FYE 12 and forward – recurring revenue
- Budget Amendment – restoration of franchise charge

Kovach – would support a 5% increase in FYE 11 and out - sanitation and water rates first.

Committee recommends – prepare Budget Amendment for 5% franchise beginning in FYE 11 – FYE out.

- Look at voluntary retirement options – use the franchise money to go toward buyouts.
- Look at Oklahoma Municipal League funding for positions – OML Bulletin Today publication
- Ordinance for purchasing preference with local vendors – (check Attorney General's Opinion)
- Kovach – increase speeding fines (from taking out traffic calming projects) – cap of \$200
- Cubberley – “on all 25 mph streets the fine is increased from \_\_\_\_ to \_\_\_\_”

Discussed list of fees handout – consider updating fees at next Finance Committee meeting. Look at fees every three years – best practice. Compare our fines/fees to other cities - already have GIS comparisons.

Items submitted for the record

1. Current Franchise Fee list from Public Utilities; comparison of possible water and wastewater fees increases; and Fund Summaries reflecting changes prepared by Finance Department Staff
2. Current Fees Adopted by Ordinance or filed as Administrative Fees prepared by City Clerk's office

DISCUSSION REGARDING THE REVENUE / EXPENDITURE REPORT

- Revenues down
- Look at hotel/motel rates with other communities – has to have a vote of the people – discuss next Month
- Discussed other possible 'Revenue Enhancements'

Items submitted for the record

1. Summary of Major Funds-General; Capital; Westwood; Water; Wastewater; Sewer Maintenance; New Development Excise; Sewer Sales Tax; and Sanitation Fund Revenue Sources vs. Budget, as of March 31, 2010

DISCUSSION REGARDING REPORT ON OPEN POSITIONS

Vacancies listed will be eliminated – have report reflect this for the next meeting.

Items submitted for the record

1. City of Norman/Human Resources Department Recruitment and Selection Report dated April 12, 2010

The meeting adjourned at 7:00 p.m.

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Cindy Rosenthal, Mayor

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Brenda Hall, City Clerk